



Department of
Community Development

TO: Cherry Hill Township Planning Board Members
FROM: Cosmas Diamantis, Esq., Director
Natalie Shafiroff, PP, AICP, Deputy Director
Jacob Richman, PP, AICP, Senior Planner
RE: **COMPLETENESS REVIEW**
The Cooper Health System
1210 Brace Road
Cherry Hill, New Jersey 08034
Block 404.43 Lot(s) 15
Application No. 21-P-0013
DATE: July 29, 2021 (**Revised**)

I. GENERAL INFORMATION

- A. **Applicant & Owner.** The Cooper Health System, 1 Cooper Plaza, Camden, NJ 08103.
- B. **Proposal.** A Preliminary & Final Major Site Plan with Bulk (C) Variances to ~~expand~~ **modify** the existing medical office's parking lot along with various site, circulation, building façade, and signage improvements.
- C. **Zone.** Limited Office (O1) Zone.
- D. **Site Area.** The subject site, situated on approximately 2.54 acres of land, is located in the western portion of Cherry Hill Township on the west (southbound) side of Brace Road (New Jersey State Highway [N.J.S.H.] Route 154). Nearby roadways include Munn Avenue to the north, Pearl Croft Road to the east, Caldwell Road to the west, and Bortons Mill Road to the south. The property is situated in an area with multiple zoning districts including the Residential (R2) zoned Kingsway Village neighborhood to the west and north as well as the Residential Agricultural Planned Community (RAPC) zoned Barclay Farms South neighborhood across Brace Road to the east. To the south of the site are multiple office buildings (primarily attorney offices) and the Symphony at Cherry Hill Assisted Living/Memory Care Facility, which are all located within the Highway Business (B2) zone.
- E. **History.** Tax Assessor records indicate that the existing structure was built around 1980. In October of 2010, a Zoning Permit (ZP #7058) was issued to permit the installation of twelve (12) replacement light poles with a twenty (20') mounting height. In October of 2016, a Zoning Permit (ZP-16-01065) was issued in conjunction with Administrative Application #9880.001 to permit the construction of various stormwater and parking area improvements to the subject site. The site improvements consisted of the following: 1) Resurface and restripe (in accordance with §511.J of the Zoning Ordinance) the existing asphalt parking areas; 2) Install three (3) rain gardens in the existing grassed areas adjacent to the existing medical office building; 3) Connect existing downspouts to the proposed rain gardens; and 4) Add one (1) additional ADA parking space in the rear parking area and stripe ADA accessible routes. In March of 2021, a Zoning Permit (ZP-21-00239) was issued for a tenant fit-out for Cooper Health to undergo interior renovations.
- F. **Discussion.** As part of the project, the application proposes to alter the access to the site. Presently, the site has two (2) driveways. The northern driveway is currently a one-way inbound only entrance while the southern driveway is a one-way outbound only exit. Through a restriping plan, the applicant proposes to convert both drive-ways to full access (one lane each in-bound and out-bound). The proposed modifications to the driveways and permitted turning movements (in and out of the site) will be subject to the review and consideration of the New Jersey Department of Transportation (NJDOT). Internal circulation and parking modifications will be

within the jurisdiction of the Planning Board and its professionals. With respect to on-site parking, the applicant proposes to increase the total number of parking spaces from 106 to 112 through restriping (such as new angled and parallel parking within the existing impervious footprint at the rear of the site) and minor modifications to internal parking islands.

II. COMPLETENESS REVIEW

A. **Submitted Items.** The following information has been submitted in support for this application and reviewed by the Cherry Hill Department of Community Development for conformance to the Zoning Ordinance:

1. Preliminary & Final Major Site Plan prepared by *Kyle R. Humphreys, PE of T&M Associates* dated *March 12, 2021*, and *last revised June 11, 2021*:
 - a. Title Sheet, Sheet 1 of 10;
 - b. General Information & Notes, Sheet 2 of 10;
 - c. Existing Conditions Plan, Sheet 3 of 10 (*last revised 7/21/21*);
 - d. Site Layout Plan, Sheet 4 of 10 (*last revised 7/21/21*);
 - e. Grading Plan, Sheet 5 of 10 (*last revised 7/21/21*);
 - f. Landscape & Lighting Plan, Sheet 6 of 10 (*last revised 7/21/21*);
 - g. Landscape & Lighting Details, Sheet 7 of 10;
 - h. Soil Erosion & Sediment Control Plan, Sheet 8 of 10;
 - i. Soil Erosion & Sediment Control Details, Sheet 9 of 10; and
 - j. Construction Details, Sheet 10 of 10.
 - k. *Zoning Table, Sheet 1 of 1, last revised 7/27/21.*
2. Truck Turning Exhibit, Sheet 1 of 1, prepared by *Kyle R. Humphreys, PE of T&M Associates* dated *June 11, 2021*.
3. Existing Conditions Outbound & Topographic Survey, prepared by *William E. Alburger, PLS, PP of T&M Associates* dated *March 8, 2021*.
4. Architectural Elevations and Floor Plans prepared by *Thomas S. Perrino, RA, Scott E. Downie, RA, and Steven Leone, RA of Spiegle Architectural Group, Inc.* dated *February 26, 2021*:
 - a. Floor Plans, Sheet A1.1; and
 - b. Exterior Elevations and Building Sections, Sheet A5.1.
5. Sign Package prepared by *Compass Sign Company* dated *January 27, 2021* and *last revised July 7, 2021*:
 - a. Multi-Tenant Monument Sign Rendering, Sheet 1 of 9;
 - b. Front Elevation Façade Sign Rendering 1, Sheet 2 of 9;
 - c. Front Elevation Façade Sign Rendering 2, Sheet 3 of 9;
 - d. Rear Elevation Façade Sign Rendering, Sheet 4 of 9;
 - e. Sign Location Rendering Plan, Sheet 5 of 9;
 - f. Directional Sign Details, Sheet 6 of 9;
 - g. Multi-Tenant Monument Sign Details, Sheet 7 of 9;
 - h. Front Elevation Façade Sign Details, Sheet 8 of 9; and
 - i. Rear Elevation Façade Sign Details, Sheet 9 of 9.

6. Operations and Maintenance Manual prepared by Kyle R. Humphreys, PE of T&M Associates dated March 2021, and last revised June 2021.
7. Stormwater Management Report prepared by Kyle R. Humphreys, PE of T&M Associates dated March 2021, and last revised June 2021.
8. Traffic Analysis Letter prepared by Kyle R. Humphreys, PE of T&M Associates dated March 12, 2021, and last revised June 11, 2021.
9. Site Photographs.
10. Operations Report.
11. Project Summary with List of Variances (outdated).
12. Land Use Development Application.

B. Checklist Items. Waivers requested and recommended for residual checklist items.

4. *Three (3) copies of Traffic Impact Study (see §817).* **A partial waiver has been requested and the Department defers to the Planning Board Engineer's review of the submitted Traffic Analysis Letter in lieu of a Traffic Engineering Assessment. While the Department acknowledges that the Gross Floor Area of the building is to remain unchanged, the applicant shall address how the proposed driveway and internal circulation changes will impact access into and out of the site (i.e. current permitted and proposed turning movements and restrictions). The applicant shall also address what deficiencies presently exist when it comes to the availability of parking and how the proposed parking expansion will adequately eliminate any potential parking availability issues, particularly during peak hours. Please discuss how appointment scheduling works and whether walk-ins are allowed. Lastly, the applicant shall address where they stand presently with an application to NJDOT as it relates to the driveway access modifications and what the expected timeline is for a possible approval. Please also see additional comments below regarding internal directional signage.**
5. *Three (3) copies of Environmental Impact Report (see §818).* **The Applicant has requested a submission waiver and the Department defers to ERI's consideration of this waiver request. At minimum, the applicant shall address the environmental impacts, if any, regarding the proposed loss of open space/vegetation at the rear of the property to make way for an expanded parking area, and note how said impacts will be mitigated. The Department acknowledges that per the revised plans, no loss of vegetation at the rear of the site is proposed.**
6. *Three (3) copies of Environmental Assessment (see §819).* **The Applicant has requested a submission waiver and the Department defers to ERI's consideration of this waiver request. At minimum, the applicant shall address the development history of the subject site and any known prior site contamination issues. The Department does, however, recognize that the site is already developed and has generally maintained the same development patterns since around 1995.**
7. *Three (3) copies of Drainage Calculations.* **See checklist comments in item #8 below.**
8. *Three (3) copies of Stormwater Management Report.* **The Department defers to ERI's review of the provided Stormwater Management Report. Testimony regarding how stormwater is managed on-site shall be provided. The applicant shall also address the condition of the existing rain gardens/basin that flank the existing medical office building and indicate how said stormwater management facilities will be restored to full functionality. The Department acknowledges that the proposed development does not classify as a major development under NJDEP regulations due to the increase of impervious coverage only amounting to 2,596 SF (i.e. less than 0.25 acres of new impervious coverage and less than**

- 1.0 acre of disturbance). **The Department acknowledges that per the revised plans, no increase in impervious coverage is proposed; however, the applicant shall provide testimony regarding the proposed demolition work associated with portions of the existing improved surfaces.**
9. *Three (3) copies of Basin Maintenance Manual.* The Department defers to ERI's review of the provided Operations & Maintenance Manual. If deemed necessary the applicant shall enter into a Stormwater Maintenance Agreement with the Township to ensure the continued operation and maintenance of the stormwater facilities (i.e. rain gardens/basins). See the requirements in Section 516 of Article V of the Cherry Hill Township Zoning Ordinance.
 10. *Three (3) copies of Recycling Report (see §810.C.18).* Testimony regarding the trash and recycling operations shall be provided. Additional testimony shall be given with regard to the proper removal of medical waste. Trash and recycling pickup shall only be permitted in accordance with Camden County and/or Cherry Hill Township Noise Ordinance regulations. Additional information regarding the sizing of the trash enclosure and an illustrative representation of the appropriate sized containers for refuse and recycling shall be depicted within the enclosure in accordance with the district's Solid Waste Management Plan and other local regulations.
 14. *Photographs of the site showing area in question.* The applicant shall utilize the provided site photography to provide testimony regarding the existing site conditions. Additionally, the site photographs and recent aerial imagery shows the presence of storage/shipping containers on the site. The applicant shall confirm that the purpose of these containers was for waste storage associated with interior renovations and that the containers are not intended to be permanent.
 15. *Required Approvals. List and provide applications and permits of regulatory agencies (NJDOT, NJDEP, CCSC, etc.).* The applicant shall secure approvals and/or a Letter of No Interest from the Camden County Planning Board. Camden County Soil Conservation District (CCSCD) approvals shall also be required. Approvals from the New Jersey Department of Transportation (NJDOT) shall also be required. All outside agency approval shall be a condition of planning board approval. **The applicant shall also provide any update regarding any conversations or submissions that have been had/made with NJDOT concerning the proposed driveway turning movement modifications along Brace Road. While it is NJDOT's sole jurisdiction over the proposed modified access to the site, the Planning Board should nonetheless be apprised of any developments if any information is available.**
 16. *Summary. A written description of the proposed use(s) and operation(s) of the building(s), i.e., the number of employee or users of non-residential buildings, the proposed number of shifts to be worked, the maximum number of employees on each shift, expected truck traffic, noise, glare, radiation, heat, odor, safety hazards, air and water pollution.* The applicant shall provide testimony regarding the anticipated medical office users, anticipated number of tenants, anticipated services (e.g. – primary care, specialty care, etc.), their hours of operations, number of employees, and expected delivery operations. The applicant shall ensure their operations work to minimize any noise and light related nuisances as the property is located adjacent to a residential neighborhood. **Furthermore, the applicant shall provide testimony that the proposed additional parking spaces are sufficient for its operations.**
 30. *Existing Structures. Locations of all existing structures and their uses within 200 feet of the tract.* Testimony regarding adjacent structures, uses, and zoning districts shall be provided.
 32. *Zoning Schedule showing required, existing, and proposed lot & yard requirements for relevant zone(s) including, area, frontage, depth, setbacks, height, etc.* The applicant shall revise the

zoning schedule on the plans (for bulk requirements and signage) per Section III.A below, where applicable. Specifically, it appears that the non-residential parking setback measurement is being taken from an incorrect location. The measurement shall be taken from the edge of pavement to the shared property line with Lots 16 and 17 as these are the only adjacent non-residential properties. **The non-residential parking setback comment is no longer applicable.**

35. *Building Plans. Proposed structures and uses on the tract, i.e., size, height, location, arrangement, an architect's scaled elevation of the front, side, and rear of any structure to be modified, with building lighting details and attached signs. The applicant shall provide testimony regarding all façade improvements, specifically the proposed new front canopy and entranceways (front and rear) as well as the proposed roof and gutter modifications. Please supplement the testimony by discussing the colors, materials, and overall aesthetic of these façade enhancements.*
36. *Floor Plans where multiple dwelling units or more than one use is proposed that have different parking standards. The applicant shall provide a general overview of the existing floor plan layout and how the front and rear entranceways are integrated into the interior design. **Additionally, testimony shall be provided regarding the ongoing interior demolition and how said upgrades will better serve patients and staff.***
37. *Signs. Existing and proposed signs, including the location, size, height and necessary measurements and a Sign Location Plan. The applicant proposes a 35.03 SF façade sign on the front elevation of the building (conforming) and a 21.84 SF façade sign on the rear elevation of the building facing the parking lot (nonconforming in terms of location **but conforming in terms of size**). General testimony regarding the location, colors, materials, and illumination (if any) of the signs shall be provided; however, if the rear facing sign is presently designed to be illuminated, it is strongly recommended that the applicant not internally illuminate the sign to mitigate any lighting impacts on the neighboring residential properties. The applicant shall address the importance of having a sign at the rear of the building and indicate the location of entrances to the facility. The applicant shall affirm that each proposed façade sign's text area does not exceed 5% of the façade area they are located on, respectively. The applicant also proposes a 13.51 SF freestanding multi-tenant monument sign to identify the different practices located within Cooper's medical office building. General testimony regarding the tenant panels, location, colors, materials, and illumination (if any) of the sign shall be provided. It shall be noted that while the Limited Office (O1) zone does permit such "directory" signs as is proposed, the applicant's signage rendering presently only identifies "Primary Care" on one of the tenant panels while leaving the other (2) panels blank. The applicant shall provide testimony indicating what other medical office uses may be identified. It is recommended that the Board limit the number of tenant panels that the applicant can provide to ensure that the sign does not increase in size and specify minimum sign text heights so that the sign does not lose its legibility. Regarding legibility, the applicant shall provide testimony that the monument identification signage and associated tenant panels are sized appropriately and will be legible from Brace Road. Additionally, the applicant shall amend the landscaping plan to provide landscaping around the base of the proposed monument sign in accordance with §517.C.5.c of the Zoning Ordinance. Furthermore, the applicant shall be prepared to address directional signage. Presently, there appears to be a disconnect between the two-way circulation at both driveways as shown on the Site Plan as compared to the one-way counter-clockwise circulation (and seemingly, the associated entrance/exit signage) shown on the sign package. Please clarify. It is strongly recommended that the applicant work with the*

- Planning Board Engineer to properly locate directional signage throughout the site in tandem with striping to ensure safe, efficient, and non-confusing circulation. This shall be accompanied by testimony concerning overall circulation patterns and patient drop-off/pick-up areas. Lastly, and contrary to the applicant's provided list of variances, it shall be noted that the replacement monument sign does not require a location variance (i.e. for being 4.76' from the front property line) as the sign is in compliance with one (1) of three (3) location requirements outlined in §517.C.2.d, and more specifically in §517.C.2.d.iii, in that the sign is located more than fifty (50') from the side of the nearest street or driveway. The applicant's list of variances indicates a fifteen (15') foot setback requirement but this is a separate section (§517.C.2.b) and the measurement is actually from the side property line to which the applicant complies with. **The applicant has provided a revised sign package dated July 7, 2021 and said revisions have eliminated the prior variance requests from §517.C.3.b, as the directional signs are now a conforming 2 SF (where a maximum of 3 SF is permitted), and from §517.C.5.a, as the multi-tenant directory sign now does not include text below 3' above grade level (the property address, which previously was near the base of the sign has instead been relocated to the top of the sign). Furthermore, the rear 21.84 SF Cooper façade sign has been revised to remove any internal illumination. In lieu of internal illumination, the applicant is providing an "LED Linear Light" strip above the façade sign which will provide downward facing light on the red vinyl over white acrylic channel letters. Nonetheless, the applicant shall address any potential impacts that the modified signage lighting scheme may create. As noted in the comments section below, all signage lighting shall be turned off at the close of daily business operations. Additionally, the applicant shall still revise the landscaping plan to provide landscaping around the base of the proposed multi-tenant directory sign and work with the Planning Board Engineer to supplement directional signage and striping where deemed necessary. Lastly, testimony shall be provided regarding the entirety of the revised sign package.**
52. *Proposed grades in sufficient numbers to illustrate the proposed grading scheme.* **The Township defers to ERI's review of the grading plan. The Department defers to ERI's review of the revised grading plan.**
 54. *Tree Location. Location, species, and size of trees eight (8") inches or more at breast height diameter.* **The applicant shall provide testimony regarding the trees that are within the footprint of the proposed parking lot expansion that will be removed. Additionally, the applicant shall verify that no trees outside of fifteen (15') feet of the proposed improvements are being removed as this would then require replacement plantings per §508.D.3 of the Zoning Ordinance. Nonetheless, the greatest amount of tree preservation feasible shall be undertaken when performing site work. It is recommended that trees within 15' of the proposed improvements be preserved where feasible. This will help to maintain to the greatest extent possible the buffering between the proposed improvements and the adjacent properties. The revised plan does not call for any tree removal. As such, no tree replacement is required.**
 58. *Landscaping Plan showing number, size, species, and location.* **The Department defers to ERI's review of the provided landscaping plan; however, the applicant shall provide testimony regarding how they intend to restore and replace the three (3) existing bio-retention basins/rain garden. Please be sure to provide testimony regarding the proposed new landscaping species in the basin areas, and if known, compare it to the existing planting species. Additionally, the applicant appears to be primarily relying upon the existing landscaping along the northern and western property lines as their residential landscape buffer. While all or portions of existing vegetation can serve as the landscaping buffering,**

the applicant shall indicate what kind of plantings are presently along these edges (i.e. deciduous and/or evergreen). The applicant shall be sure to provide testimony regarding the vegetation conditions adjacent to Lot 8 (where the proposed buffer condition is over 20') and Lots 9, 10, and 13 (where the buffer condition is reduced to as much as 10.1' near Lot 10 and where 10.3' is maintained near Lot 13). The Department is somewhat concerned that the removal of existing buffering vegetation will noticeably affect the buffer condition and potentially cause more open sight lines from the residential property to the subject site, particularly if evergreens are coming down and only deciduous trees remain. While it is acknowledged that the parking lot expansion is moderate in its scope, it is nonetheless recommended that the applicant work with ERI to provide infill plantings where necessary/feasible (and in conjunction with the proposed 8' tall vinyl buffer fence) to ensure that the residential landscaping buffer is as robust as possible and that the trash enclosure is adequately screened. Furthermore, while the plan notes that there is some existing "dense brush" adjacent to Lots 9, 10, and 13, it is not as clear whether there is similar dense brush adjacent to Lot 8. Ultimately, the Department defers to ERI to determine if and where additional site plantings can be provided. Lastly, the applicant shall provide landscaping around the base of the new monument sign consistent with §517.C.5.c of the Zoning Ordinance. **The Department defer to ERI's review of the revised landscaping plan. With respect to fencing, the revised plan calls for the elimination of the previously proposed 8' vinyl fencing along the rear curb line of what was to be the expanded parking area. Since the applicant has withdrawn their request to impact in any way the residential landscaping buffer (as they are no longer removing trees to make way for an expanded parking area), the applicant is not required to provide buffer fencing. With respect to landscaping, notwithstanding the new landscaping to be installed in and around the bio-retention basins and a few plantings within some parking islands, no buffer landscaping is required as the development footprint of the site is not being expanded. As such, the prior comments concerning the loss of a vegetative buffer are no longer applicable. Nonetheless, the applicant shall work with the Planning Board Engineer to supplement site plantings where deemed necessary. Lastly, the applicant shall provide testimony regarding the screening of the proposed trash enclosure (i.e. existing vegetation and proposed enclosure materials). Please be sure to address whether the proposed trash enclosure location is the most optimal location on the subject site.**

59. *Design Calculations showing proposed drainage facilities in accordance with the appropriate drainage runoff requirements. Calculations must be accompanied by pre- and post-development drainage shed maps, and soil types as shown by Soil Conservation Survey Map.*
The Township defers to ERI's review of the Design Calculations.
60. *Soil Borings. Test boring, percolation rates and water levels shall be obtained by a licensed engineer. A waiver has been requested and the Department defers to ERI's review of said request.*
64. *Streets. Plans for all proposed streets or road improvements, whether onsite or off-tract, showing:*
 - c. *Fire lanes.* **The Fire Marshal had no comments on the proposed application.**
 - e. *Parking spaces with size, number, location, and ADA spaces.* **It may be necessary to stripe off what appear to be undersized spaces, particularly the regular parking space adjacent to the south of the ADA spaces at the rear of the building as well as the last regular parking space in the row to the south of the rear ADA parking spaces. Alternatively, these spaces, if undersized, could potentially be marked as compact car parking spaces. The Department has counted the total proposed parking spaces on the revised plan and**

we are getting 112 parking spaces as opposed to the 113 parking spaces notated on the plan. Please review and correct all references accordingly.

- f. *Loading areas.* A submission waiver has been requested and the Department of Community Development does not object to the granting of this waiver; however, the applicant shall provide operational testimony that justifies the waiver for not providing a loading area. Testimony on the size and frequency of delivery vehicles shall be provided and the times for delivery. Anticipated delivery truck frequencies and trucks sizes shall be provided via testimony to the Planning Board. The Department also defers to the Board Engineer's review of the provided truck turning exhibit. All deliveries shall be in compliance with the Camden County and/or Cherry Hill Township Noise Ordinances and no idling of truck shall be permitted. This shall be a condition of approval.
- g. *Curbs.* Any existing curbing that is in disrepair shall be repaired or replaced at the discretion of the Township Department of Engineering.
- i. *ADA ramps, signage, striping, etc.* Provision of parking facilities for handicapped persons shall be in accordance with the requirements of the Barrier-Free Subcode of the New Jersey Uniform Construction Code N.J.A.C. 5:23-7.13 and 5:23-7.14 and the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities. All ADA accessible routes shall be shaded on the Grading Plan. The Department defers to ERI and Code Enforcement regarding whether an accessible route should be provided from the sidewalk along Brace Road; however, it is acknowledged that no sidewalk network exists to either side of the property.
- j. *Sidewalks and bicycle routes.* Review of accessible routes and ADA-compliant sidewalks shall be deferred to the Department of Code Enforcement and the Township Department Engineering. A note shall be provided on the plan that states 'any sidewalk on the site or in the ROW that is in poor condition or not in compliance with the ADA code shall be replaced by the applicant at the discretion of the Cherry Hill Township Department of Engineering.' A maximum permitted 2% slope should be noted on the plan.
- k. Any related facility for the movement and storage of goods, vehicles, persons, etc. The applicant shall repair any pavement in parking areas and driveways that are in disrepair, as determined by the Township Department of Engineering.
- l. *Directional and traffic signs with scaled drawings.* The applicant shall work with the Planning Board Engineer to provide appropriate internal circulation controls, signage, and striping so as to ensure the safe flow of vehicles and pedestrians throughout the site. As noted in checklist item #37 above, there may be some conflicting directional signage proposed. **Directional signage and striping shall be reviewed and finalized by the Planning Board Engineer prior to the issuance of any zoning approval.**
- q. *Fencing, railroad ties, bollards, and parking bumpers.* Testimony regarding the proposed eight (8') tall vinyl buffer fencing shall be provided. Additionally, and as noted in the design waiver section below, the proposed fence is not being installed along the property line as required per §508.F.8 of the Zoning Ordinance, and is instead located along the curb line of the parking area. The applicant shall address the reason for offsetting the location of the buffer fence and if it would cause destruction to the existing vegetation were it to be located along the rear property line. If so, the Department supports the alternative fence location as preservation of vegetation outweighs the specific fence location. Additionally, the same design waiver is required for not providing fencing along the side (northern) property line which is adjacent to a

residential zone. Recognizing that much of that property line is adjacent to areas of the site that are already developed, testimony shall still be provided regarding a lack of fencing in this area and whether the existing vegetation is a sufficient buffer. Testimony regarding the type of vegetation along the rear and side property line shall be provided (i.e. deciduous and/or evergreen). **Fencing is no longer proposed or required (see comments in checklist item #58 above).**

- t. *Center line profiles at horizontal scale not less than 1"=50' for all existing adjoining streets and proposed streets. A submission waiver has been requested and the Department of Community Development **does not object** to the granting of this waiver.*
 - u. *Standard details for curbing, sidewalks, bike paths, paving, stoned or graveled surfaces, bollards, railroad ties and fences. Stop bars, stop signs, crosswalks and any other pavement markings and restriping shall be in conformance with §511.J.1 through 5 (thermoplastic paint, thermoplastic material or long-life epoxy resin). Crosswalks shall be provided across all curb cuts with a note stating that the maintenance and upkeep is the responsibility of the applicant, where applicable. Regarding the trash enclosure, it is preferred that masonry walls in lieu of vinyl be provided; however, the applicant shall address how the proposed materials complements the principal structure.*
65. *Lighting Plan showing photometric patterns, isolux, footcandles, etc. The Department defers to the ERI's review of the provided lighting plan. It shall be noted that it appears the western property line will not have any light impacts exceeding the maximum 0.25 footcandles at the property line, although the northern property line does have some figures that exceed this maximum but it appears this is due to the existing lighting scheme. As such, the applicant shall work with ERI to mitigate any potential lighting impacts. It is imperative that the applicant mitigate any potential lighting impacts (glare, infiltration, etc.) due to the site's proximity to a residential neighborhood and due to the fact that the applicant is proposing to remove upwards of approximately 10' of buffer in some areas (thus reducing the total number of trees that could block light). Retrofitting existing lights and utilizing light shields, where necessary, will mitigate lighting impacts combined with ensuring all proposed fencing and existing landscaping is maintained, will facilitate proper screening. Adding additional landscaping (see comment #58 above will also assist in mitigating lighting impacts). All outdoor lighting shall be installed in conformance with the provisions of this Ordinance, applicable Electrical and Energy Codes, and applicable sections of the Building Code. Lighting shall be designed to minimize energy and maintenance requirements and shall comply with the U.S. Energy Policy Act of 1992 as it may be amended or superseded. It is recommended that the applicant use energy efficient lighting where possible. A Night Light Function Test will be required before the issuance of a Certificate of Occupancy. **The Department acknowledges that no existing residential landscaping buffers are being removed. Nonetheless, the applicant shall work with the Planning Board Engineer to ensure that the proposed lighting scheme meets the minimum lighting requirements of the Zoning Ordinance while minimizing any potential impacts on neighboring properties. Any existing nonconforming lights shall be retrofitted with light shields where feasible. Lighting associated with any signage shall be turned off at the close of daily business operations.***
68. *Soil Erosion & Sediment Control Plan, per County Soil Conservation. The Township defers to ERI for the review of the Soil Erosion & Sediment Control Plan. Camden County Soil Conservation District approval will be required.*

- C. **Determination.** This application has been **deemed technically complete**. The above-referenced items should be addressed on revised plans and items submitted for conformance review.

III. DEPARTMENT OF COMMUNITY DEVELOPMENT COMMENTS

- A. **Zoning Requirements.** Medical offices are a permitted use per in the Limited Office (O1) zone per §411.B.8.b of the Zoning Ordinance. **Signs are permitted accessory structures in the O1 zone per §411.C.10 of the Zoning Ordinance.**

CODE SECTION	MINIMUM REQUIREMENTS	REQUIRED	EXISTING	PROPOSED	CONFORM
§411.E	Lot Area (square feet)	10,000 SF	110,555 SF	No Change	C
§411.E	Lot Frontage (feet)	100'	308.78'	No Change	C
§411.E	Lot Depth	100'	356.41'	No Change	C
§411.E	Front Yard	35'	114.95'	No Change	C
§411.E	Side Yard	10'	37.14'	No Change	C
§411.E	Aggregate Side Yard	30'	78.97'	No Change	C
§411.E	Rear Yard	20'	139.82'	No Change	C
§411.E	Maximum Height	35'	<35'	<35'	C
§411.E	Maximum Building Cover	30%	14.5% 16,060 SF	No Change No Change	C
§411.E	Maximum Lot Cover	70%	68.6% 75,840 SF	No Change No Change	C
§411.E	Open Space	25%	31.4% 34,714 SF	No Change No Change	C
§508.F.3	Residential Buffer	25'	10.3' (north) 22' (west)	No Change No Change	ENC
§511.B.2	Parking Minimum	111 ^A	106	112	C
§511.B.5	Parking Maximum	144			
§511.H.2.a	Residential Parking Setback	25'	10.3'	No Change	ENC
§511.H.2.b	ROW Parking Setback	20'	30'	No Change	C
§511.H.2.c	Non-residential Parking Setback	5'	12.5'	No Change	C
§517.C.2.a	Minimum frontage for a freestanding sign	50'	308.78'	No Change	C
§517.C.2.b	Distance from side property line for freestanding sign	15'	>15'	No Change	C
§517.C.2.c	Minimum distance from nearest portion of any other freestanding sign	50'	>50'	No Change	C

§517.C.2.d.iii	Minimum distance from the side of any street or driveway	50'	>50'	No Change	C
§517.C.5.a	Maximum monument sign height	10'	<10'	10'	C
§517.C.5.a	Minimum text above grade height	3'	<3'	>3'	C
§517.H.3.b	Maximum freestanding sign area	20 SF (30 SF w/ Bonus)	?	13.51 SF	C

^V Variance

^{ENC} Existing Non-Conformity

^C Conforms

^A For a medical office use, one (1) parking space is required for every two (2) doctors as well as one (1) parking space being required for every 200 SF of Gross Floor Area (GFA). The applicant proposes five (5) doctors and 20,164 SF GFA. $(5 \times 2) + (20,164/200) = 110.82 = 111$ total required parking spaces.

B. **Bulk (C) Variances.** It is recommended, although not required, that justification be provided by a licensed New Jersey Professional Planner (P.P.), for the requested variances in accordance with N.J.S.A. §40:55D-70:

1. From §508.F.3, to permit a 10.3' wide residential buffer **to the northern property line and a 22' wide residential buffer to the western property line**, where 10.1' is existing and a 25' wide buffer is required. ***This represents an exacerbation of a preexisting nonconforming condition; therefore, a new variance is required. It shall be further noted that the 10.1' existing setback relates to the condition to Lot 13, while the proposed 10.3' setback relates to a new condition to Lot 9 unaffected by the proposed application.***
2. From §511.H.2.a, to permit a 10.3' wide residential parking setback **to the northern property line and a 22' wide residential parking setback to the western property line**, where 10.1' is existing and a 25' wide parking setback is required. ***This represents an exacerbation of a preexisting nonconforming condition; therefore, a new variance is required. It shall be further noted that the 10.1' existing setback relates to the condition to Lot 13, while the proposed 10.3' setback relates to a new condition to Lot 9 unaffected by the proposed application.***
3. From §517.C.3.b, to permit functional signage to have a sign text area of 4 SF, where a maximum of 3 SF is permitted. ***This refers to the two (2) "Main Entrance/Patient Drop Off" signs; however, if the applicant calculates the sign text area to eliminate the negative space, the signs may be conforming. Please advise and revise the sign package accordingly. This variance has been eliminated.***
4. From §517.C.5.a, to permit a monument sign to have text located less than 3' above grade level, where text shall be located at least 3' above grade level. ***While the tenant panels are located 3' above grade level, the address of the property, "1210," is located at a nonconforming height. Please advise and revise the sign package accordingly. This variance has been eliminated.***
5. From §517.H.2.a, to permit a 21.84 SF façade sign to be located on a non-principal street frontage, where façade signs are only permitted by right when attached to a principal street frontage. ***In this instance, the proposed sign is to be located on the rear elevation of the building.***
6. Any other variances deemed necessary by the Planning Board.

C. **Design Waivers.** The following design waivers are required:

1. From §508.F.4, from meeting the planting buffer density requirements for shade trees, evergreen trees, and shrubs. ~~While existing vegetation can substitute for all or part of the required buffer plantings, it cannot be determined whether the applicant is meeting the density requirements. As such, the Planning Board will make said determination of compliance.~~ **Planting buffer density requirements are no longer required as no expansion of impervious coverage is proposed.**
2. From §508.F.8, to permit the provided 8' tall board-on-board vinyl fence to be installed offset from the property line associated with the residential buffer (to the rear), where said fencing shall be located along the property line. ~~In this instance, the fence is proposed along the curb line of the parking area.~~ **Fencing is no longer proposed.**
3. From §508.F.8, from providing a board-on-board buffer fence along the side (northern property line), where buffering fencing is required where non-residential uses are adjacent to properties containing a residential use or zone. ~~This is partially an existing condition except for the areas along the northwest corner of the site.~~ **Since no expansion of impervious coverage is proposed, fencing is no longer required.**
4. From §508.G.1, from providing interior landscaping islands equivalent to one (1) parking space per every ten (10) spaces.
5. From §508.G.2, from providing the minimum required number of plantings in off-street parking areas.
6. From §508.G.10, to permit a parking area with twenty-three (23) uninterrupted parking spaces, where parking areas with more than twenty (20) parking spaces in a row shall have an intervening landscape island. **This is a preexisting nonconforming condition.**
7. From §508.H, from meeting the site development planting density requirements.
8. From §508.J.3.e, from providing the formula and calculation of planting density for replacement trees, street trees, ~~buffer plantings~~, off-street parking planting, and stormwater plantings.
9. From §509.C.5, to permit lighting levels in excess of 0.25 footcandles at the property lines. **This appears to be an existing condition which is exceeded along the northern property line.**
10. From §509.F.3.a, from providing existing light illumination within 100 feet of property.
11. From §510.B.1, from providing a loading area, where two (2) are required.
12. ~~From §511.G.1, to permit a 16.74' wide drive aisle adjacent to 60 degree parking spaces, where a minimum width of 18' is required.~~ **This occurs between the 60 degree parking spaces and parallel parking spaces at the rear of the site.**
13. ~~From §511.L.3, to permit a 23.3' wide two-way drive aisle, where a minimum width of 24' is required.~~ **This is a preexisting nonconforming condition, however, the striping is being further defined.**
14. From §511.L.5, to permit an access driveway to be approximately twelve (12') feet from a residential zone at the property line, where a minimum distance of thirty (30') is required. **This is an existing condition related to the northernmost driveway; however, it shall be recognized that the driveway is proposed to be converted from one-way in to two-way circulation.**
15. From §511.M.5 via §511.H.2.a, to permit a refuse & recyclable storage area to be set back 10.3' from a residentially zoned or utilized property, where a minimum setback of 25' is required. **Although the trash enclosure is to be located upon an existing improved surface that is within a legal preexisting nonconforming location (that is not being expanded in any way), the Department is recognizing this as a design waiver. Even though it is maintaining**

the same legal preexisting nonconforming setback as the surface it is to be located upon, it is a newly proposed accessory structure.

16. From §511.N.1, from providing bicycle parking facilities.
17. From §511.Q.2, to permit a parking area to have only two (2) contiguous parking spaces, where parking areas shall have a minimum of three (3) contiguous parking spaces. ***This is an existing condition unaffected by the proposed development.***
18. Any other Design Waivers deemed necessary by the Planning Board.

D. Comments.

1. Discrepancies/clarifications on the variances and design waivers were identified during this review that were not specifically identified by the applicant. These variance and design waiver request discrepancies/clarifications shall be added/amended on the site plan consistent with the zoning schedule in Section III.A above. ***The applicant shall revise the zoning schedule to reflect the design waiver condition concerning the trash enclosure and to reflect any variances and waivers noted in the letter above that are not presently on the zoning schedule.***
2. The applicant shall provide testimony regarding the expected impacts, if any, related to noise, glare, radiation, heat, odor, safety hazards, air pollution, and water pollution.
3. The applicant shall provide testimony regarding the operations of the existing medical office as it relates to hours of operation, number of employees, delivery vehicles, the schedule for deliveries, trash/recycling pick-up, and peak traffic times. The applicant shall indicate if any changes will occur, operationally speaking, if the proposed improvements are approved.
4. The applicant shall provide testimony with regard to the proposed signage and building improvements (see comments in Section II.B above).
5. The applicant shall provide testimony with regard to the existing stormwater management facilities and proposed restoration and replanting efforts. If deemed necessary, the applicant shall enter into a Stormwater Maintenance Agreement with the Township to ensure the continued operation and maintenance of the stormwater facility, and the requirements of Section 516 of Article V of the Cherry Hill Township Zoning Ordinance.
6. The applicant shall provide testimony with respect to existing and proposed landscaping and lighting. Please be sure to address how ~~reduced landscaping buffer impacts will be mitigated as well as how~~ any potential lighting impacts will be lessened.
7. The applicant shall provide testimony with regard to internal site circulation and access to the site. The applicant shall provide detailed testimony comparing existing and proposed site circulation and access conditions. Testimony regarding any changes in traffic impacts shall be provided and an assessment of parking availability shall also be provided.
8. A night light function test shall be conducted by the Planning Board Engineer to ensure lighting levels conform to approved plans, which shall be required prior to the issuance of a Certificate of Occupancy. ***This shall be a condition of approval.***
9. All rooftop mechanical and electrical equipment, including elevator penthouses, shall be screened from view at ground level by a parapet wall, within the roof structure itself, or properly screened. Similarly, all ground-mounted mechanical equipment shall be screened from view by decorative wall and/or landscaping. ***This shall be a condition of approval.***
10. Light shields shall be installed on all non-conforming lights along any street right-of-way and/or residentially-zoned/used properties to control glare, and where determined by the Planning Board Engineer. ***This shall be a condition of approval.***
11. The applicant shall secure Title 39 with the Cherry Hill Township Police Department – Traffic Safety Unit, if they find it necessary and/or required. ***This shall be a condition of approval.***

12. Sign illumination may be provided by downward-lit exterior fixtures or internally-lit incandescent bulbs, fluorescent tubes, metal halide or mercury-vapor lamps. Regardless of the type of illumination employed, all illuminated signs shall be properly shielded and so located as to prevent glare or blinding effects upon motor vehicle traffic and so as not to cause a nuisance to residents of the area. **This shall be a condition of approval.**
13. Signs capable of illumination shall be turned off between the hours of 10:00 PM and 7:00 AM the following morning, unless the business or uses identified are open to the public later than 10:00 PM or earlier than 7:00 AM, in which event any such establishment may keep a sign illuminated during business hours only. **This shall be a condition of approval.**
14. The application may be subject to additional comments by members Planning Board, the Cherry Hill Department of Community Development, the Township's planning board consultants, and/or the public.

IV. APPROVAL PROCESS

If approved, the following items are required to complete the approval process (notwithstanding any other needed items due to the unique nature of the application):

1. After the resolution is memorialized, a **Notice of Decision** will be published in the Courier Post by the Department of Community Development.
2. **One (1) copy of revised site plans along with an electronic copy**, which provide completeness items and all conditions of approval, shall be submitted to the Department of Community Development for review.
3. Submit any **draft legal documents** (agreements, deeds, easements, etc.) for review by the Planning Board Engineer and Solicitor. Revise as necessary.
4. Submission of a **Cost Estimate**.
5. After comments from the Department of Community Development and the Board Engineer have been provided, **revise (if needed), and submit six (6) copies of finalized plans for signature along with an electronic copy.**
6. Payment of any outstanding **Review Escrow**.
7. Payment of **Inspection Escrow**, based on the finalized cost estimate.
8. Submission of a **Performance Guarantee(s)**.
9. Completion and submission of the **Non-Residential Development Form (N-RDF)** and **fee**, if applicable.
10. Complete and submit a **Zoning Permit** and applicable **Sign Permit applications** (for all façade, free-standing, and functional signs). *To learn about how to submit a zoning permit during the closure of Town Hall, please visit the following webpage:* <http://www.cherryhill-nj.com/203/Zoning>.

Once items 1 through 10 are completed, schedule a **pre-construction meeting** with the Department of Engineering by contacting Danielle Mocerì at (856) 424-3203 or dmoceri@chtownship.com. Please prepare a construction schedule to present at the meeting.

cc: Cooper Health System (via email)
 Kyle Humphreys, PE (via email)
 Stacey Arcari, PP, PE, CME, PTOE (via email)
 Steve Musilli, CPWM (via email)
 Danielle Mocerì (via email)
 Sharon Walker (via email)
 PO Robert Conrad (via email)
 Joe Cornforth (via email)

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 Kathleen Gaeta (via email)
 Joe Cornforth (via email)
 Katherine Malgieri (via email)



1210 BRACE ROAD

BLOCK 404.43 LOT 15



PREPARED BY:
 NATALIE K. SHAFIROFF, PP, AICP, DEPUTY DIRECTOR
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 LICENSE NO. 33LI00643200

Legend

- Flood
- Wetlands
- Stream
- Bus Stop